

# **REQUEST FOR PROPOSALS**

## **Jail Compliance Monitoring Services**



### **Alabama Department of Economic and Community Affairs**

#### **Law Enforcement and Traffic Safety Division**

#### **Juvenile Justice Program**

**Issue Date:**

**November 13, 2013**

**Proposal Due Date:**

**December 4, 2013**

## **Jail Compliance Monitoring Services Juvenile Justice Program**

The Alabama Department of Economic and Community Affairs' (ADECA) Law Enforcement and Traffic Safety (LETS) Division is seeking applicants to provide required jail compliance monitoring services for the Division in accordance with the Juvenile Justice and Delinquency Prevention Act (JJDP) of 2002, including [Sections 223\(a\)\(12\)\(13\) and \(14\)](#). Applicants should be able to provide at least a portion of the compliance monitoring directly in addition to any required administrative provisions of the project they will be performing.

### **Eligible Applicants**

Eligible applicants include for-profit companies or individuals, non-profit organizations, colleges and universities.

### **Proposals**

Each proposal submitted must contain one (1) original and two (2) copies.

### **Submission Information**

All proposals must be received no later than 3:00 p.m., **December 4, 2013** at:

#### **By Mail:**

ADECA - LETS Division  
P.O. Box 5690  
Montgomery, AL 36103-5690

#### **By Courier:**

ADECA – LETS Division  
Mailroom 404  
401 Adams Avenue  
Montgomery, AL 36104

### **Late Proposals**

Proposals submitted after the due date will not be considered. The Law Enforcement and Traffic Safety Division reserves the right to reject any incomplete proposals without review.

### **Questions**

Questions pertaining to this RFP may be submitted by email to Karen Clifton, Juvenile Justice Program Supervisor, at [karen.clifton@adeca.alabama.gov](mailto:karen.clifton@adeca.alabama.gov) or faxed to (334) 242-0712.

**Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.**

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until an agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement or professional services contract has been received. All awards are contingent upon state receipt of federal funds awarded.

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## **PART I – FUNDING OPPORTUNITY DESCRIPTION**

### **A. Background on Juvenile Jail Compliance Monitoring Requirements**

The Alabama Department of Economic and Community Affairs (ADECA) Law Enforcement and Traffic Safety (LETS) Division is the administering agency for the State's allocation of federal Juvenile Justice Title II Part B Formula Grant Program funds. These funds are made available by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) pursuant to the Juvenile Justice and Delinquency Prevention Act of 2002. A portion of the JJDP Act stipulates three core requirements that must be addressed using Formula Program funds as follows:

1. Deinstitutionalization of Status Offenders (DSO): Juveniles who are charged with or who have committed an offense that would not be criminal if committed by an adult shall not be placed in secure detention facilities or secure correctional facilities.
2. Separation of Youth From Adults "Sight and Sound Separation": A juvenile who is alleged to be delinquent will not be detained or confined in any institution in which they have contact with adult inmates.
3. Jail Removal: Provide that no juvenile will be detained or confined in any jail or lockup for adults except juveniles who are accused of non-status offenses and who are detained in such jail or lockup for a period not to exceed 6 hours.

In accordance with the requirements of the JJDP Act, all jails, detention facilities, correctional facilities, and non-secure facilities must be classified as to their "secure" or "nonsecure" status and monitored to insure that the core requirements including requirements of including [Sections 223\(a\)\(12\)\(13\) and \(14\)](#) are met. The personnel administering these facilities must be trained on how their facilities can maintain compliance with these core requirements. An annual report on monitored facilities must also be submitted to LETS in the format prescribed by the OJJDP detailing the results of these compliance monitoring efforts. All facilities as identified above must be monitored at least once every three years in order for the State and these facilities to maintain compliance with the JJDP Act, and for the State to maintain its eligibility to apply for and receive Formula Program funds.

### **B. General Objectives and Essential Duties**

The general objectives of this work are as follows: The selected applicant(s) will serve as a juvenile jail compliance monitor who will provide professional services on behalf of the Alabama Department of Economic and Community Affairs (ADECA) Law Enforcement and Traffic Safety (LETS) Division to include the following essential duties:

A. Juvenile jail compliance monitoring services: These services are required to be performed in order for the State of Alabama to remain in compliance with the core requirements of the JJDP Act. These services include:

1. Developing, maintaining and updating a list of all facilities, both secure and non-secure, that hold youth pursuant to public authority in Alabama.
2. Preparing a facility survey form (the "Juvenile Secure Custody Report" form) designed to collect data and other information concerning the number of youth being detained in each facility.
3. Conducting site visits to all facilities that are identified on the monitoring universe. The monitor(s) will visit each facility listed on the monitoring universe to inspect the physical plant layout, review methods of operation, conduct oral interviews with administrators and staff, and collect data by reviewing paper and/or electronic "Juvenile Secure Custody Report" form records. In order to comply with the federal requirements at least 33% of the facilities must be

physically site-monitored and reported on each year, and 100% of the facilities must be physically site-monitored and reported on during a three-consecutive-year period.

4. Compiling, reviewing, and analyzing the collected data and other information contained on the facilities' "Juvenile Secure Custody Report" forms in order to determine the facilities compliance with the core requirements.

5. Writing the analysis of the collected data and other information into a format that complies with the form developed by the Office of Juvenile Justice and Delinquency Prevention for reporting the annual juvenile jail compliance monitoring report.

6. Retaining the collected data and other information in a confidential manner and location. The monitor(s) will work with the Division to retain this data and information within the Division's offices so that each completed "Juvenile Secure Custody Report" form and all other information related thereto will be retained and made accessible for future monitoring, auditing, and analyzing purposes.

B. Training and technical assistance services: Training will be offered to all juvenile justice system employees on maintaining compliance with the core requirements of the JJDP. These services include:

1. Developing and producing training materials outlining the current laws, rules and regulations for detaining juveniles within the facilities identified in the monitoring universe. The monitor(s) will provide copies of all training materials for review prior to dissemination.

2. Providing periodic training and technical assistance to the State's juvenile and family court judges, juvenile probation officers, juvenile intake officers, jail administrators, detention center administrators, law enforcement personnel, and other interested parties at training sessions conducted periodically throughout the year at the facilities identified in the monitoring universe and/or at other designated locations throughout the State, and through additional means including material mail-outs, presentations at annual professional workshops and conferences, and meetings with facility personnel.

3. Reviewing the findings and analyzing the results obtained from the "Juvenile Secure Custody Report" forms and from the individual facility site-monitoring visits. The monitor(s) will develop and provide more intensive training for the administrators and staff at those individual facilities that experience negative findings on their compliance with the core requirements of the JJDP via their on-site visits and/or that report negative data in their facility survey results throughout the year. The monitor(s) will develop and deliver corrective action plans so as to assist those facility administrators and staff with correcting their facilities' issues regarding non-compliance with the core requirements of the JJDP.

4. Attending the national and regional training seminars that are presented by the OJJDP on topics relating to juvenile jail compliance monitoring responsibilities.

C. Reporting services:

1. Quarterly narrative progress reports to the LETS Division in the format provided.

2. Quarterly fiscal reports to the LETS Division in the format provided.

3. A juvenile jail compliance monitoring annual report to the LETS Division. This report will be in a format that complies with the form developed by the Office of Juvenile Justice and Delinquency Prevention.

D. Juvenile justice systems improvement services:

1. Participating in any federal juvenile jail compliance audits and site monitoring visits to Alabama that are periodically conducted to verify the State's compliance with the core requirements of the JJDP.

2. Maintaining and preserving all documents that pertain to the State's juvenile jail compliance monitoring duties.

3. Adhering to all administrative directives issued by ADECA that pertain to juvenile jail compliance monitoring. The monitor(s) will adhere to ADECA's "Guidance Manual for Monitoring Facilities Under the Juvenile Justice and Delinquency Prevention Act of 2002" and any subsequent editions thereof (the "Guidance Manual"), and all policy directives issued by the Department that pertain to compliance monitoring requirements.

4. Developing computer programs and/or other electronic formats that will enable the capturing, downloading, retention and reporting of information from relevant sources concerning court-involved youth and the juvenile caseload statistics involving those facilities identified in the monitoring universe.

## **PART II – AWARD INFORMATION**

### **A. Estimated Funding**

Approximately \$80,000 is available for jail compliance monitoring services.

### **B. Award Information**

#### Equipment and Supplies Used to Perform Work

The monitor(s) will be responsible for the purchase, operation, use, storage, maintenance, and security of its own equipment and supplies that it will use to perform the professional services described in this scope of work. The monitor(s) will not submit to the Division any bills for the payment of costs associated with the purchase, operation, use, storage, maintenance, and security of such equipment and supplies, nor will the monitor(s) receive any payment from the Division for such costs. The monitor(s) agree to hold harmless the Division for any problems associated with the purchase, operation, use, storage, maintenance, and security of its own equipment and supplies.

### **C. Period of Performance**

The LETS Division anticipates awarding project to begin January 1, 2014 and to terminate no later than December 31, 2014, for an amount not to exceed the amount requested by the Offerer or that which is negotiated between the selected Offerer and the LETS Division.

### **D. Method of Payment**

Payments shall be made on a cost-reimbursement basis over the course of the project.

### **E. Costs Generally Unallowable**

Per the Subgrantee Administrative Manual (SAM)

- Land acquisition;
- Compensation of Federal Employees;
- Travel of Federal Employees;
- Bonuses or Commissions;
- Costs of preparing proposals for potential subgrants;
- Military type equipment;
- Lobbying activities;
- Fund raising;
- Cost Allocation Plans;
- Corporate formation;
- Imputed Interest;
- Other additional costs as stated in the SAM.

### **F. Cost Matching**

No cost match is required for this project.

### **PART III – PROPOSAL CONTENTS**

**Each proposal submitted must contain one (1) original and two (2) copies of their proposal package.**

#### **A. Independent Contractors**

Select the Independent Contractor Package from the website.

1. Submit a letter of transmittal which includes the following:
  - a. A brief statement of the work to be performed.
  - b. The total cost of the project.
  - c. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying proposal.
2. Submit complete information as required in package.
  - a. Contact Information signed and dated
  - b. Statement of Work History
  - c. Budget and Budget Narrative
  - d. Additional Forms completed and signed:
    - i. Standard Subgrant Agreement Conditions and Assurances
    - ii. Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion – Lower Tier Covered Transactions (sub-recipient)
    - iii. Certification Regarding Lobbying
    - iv. Disclosure Statement of Relationships Between Contractors/Grantees and Public Officials/Employees Pursuant to Executive Order 55
    - v. Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act

#### **B. Non-Profit Organizations, Colleges and Universities**

Select the Subgrantee Package from the website

1. Submit the following forms completed, signed and dated:
  - a. Grant Application, Pages 1, 6, 7 & 9 – Cover Page and Budget, signed and dated
  - b. Grant Application, Page 8 – Budget Narrative, signed and dated
  - c. Grant Application, Page 2 – Problem Identification



- d. Grant Application, Page 3 – Goals and Objectives for project
- e. Grant Application, Page 4 – Methods and Procedures for accomplishing Goals and Objectives
- f. Grant Application, Page 5 – Evaluation Criteria
- g. Additional Forms completed, signed and dated as required:
  - i. Standard Subgrant Agreement Conditions and Assurances
  - ii. Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion – Lower Tier Covered Transactions (sub-recipient)
  - iii. Certification Regarding Lobbying
  - iv. Disclosure Statement of Relationships Between Contractors/Grantees and Public Officials/Employees Pursuant to Executive Order 55
  - v. Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act